

Imperial Valley College
Course Syllabus and Schedule
AJ 100-Intro to the Administration of Justice
Spring 2013

Instructor: Esther A. Sanchez-Banda

Course No: 20128

Course Title: Introduction to Administration of Justice

Room: Bldg 200-211

Class Times: M/W 3:05pm-4:30pm

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I. Course Description:

Introduction: This course will cover the philosophy of Administration of Justice in America, and identify its various subsystems; Principles of Law, Public Safety, Corrections, and Security. Course will introduce students to the professions in law enforcement, security, corrections, fire and emergency management services. Students will examine the roles and responsibilities of police, courts, corrections, private security, and protective agencies of fire and emergency services. The course provides students with an overview of the skills necessary for careers in law enforcement, fire service, security, and corrections. Ethics, education and training for professionalism in the system are discussed.

II. Student Learning Objectives:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Explain the historical development of law and establishment of the American Criminal Justice System; and demonstrate an understanding of Constitutional rights and due process.
2. Identify and distinguish the requirements of a lawful arrest and applicable procedures for both misdemeanor and felony arrests.
3. Create table of court procedure understanding the different phases of the court system when a crime is being charged.
4. Recognize the legal requirements associated with the defendant's right to an arraignment, pre-trial motions, etc.
5. List the types and appropriate uses of pleas listed in the California Penal Code.
6. Identify and explain the role of a judge, attorneys, and other participants in the trial setting to include the importance court procedure and integrity.
7. Describe the trial process from motions *in limine* to the verdict.
8. Describe the history and role of the jury within the criminal justice system, the jury selection process, case law, and new statutory changes affecting the jury process.
9. Explain sentencing history, philosophy, and procedures used by the courts.
10. Describe post-trial appeal procedures, remedies, and motions made by trial participants.
11. Identify the different components of corrections and discuss the purpose and procedures of each.
12. Describe the juvenile justice system, philosophy, and procedures.

5. **Regular Attendance & Participation.** One of the institutional learning outcomes at IVC is personal responsibility. It is the participant’s responsibility to obtain materials for any missed classes from other students. Missing three sessions or more will be noted negatively. Good and active class participation will be rewarded. *(It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript).* Refer to pages 23–24 of your General Catalog for “ATTENDANCE AND AUTOMATIC WITHDRAWALS.”
6. **Preparedness:** Read all materials as outlined in the syllabus as well as any handouts and be prepared to discuss in class. It is highly recommended that you read the assigned chapters before attending the class.
7. **Appropriate Behavior:** Students are expected to maintain civility in the classroom. No disrupting the class chatting to others, or working on other course projects is tolerated. Students must maintain respect for themselves and others in the class through appropriate language and body language. Failure to comply with behavioral codes of conduct will impact upon grades. **Cell phone usage will not be tolerated in class.** It is disrespectful and disruptive.
8. **Evaluation Criteria:** Student performance will be assessed in several ways during the semester. Evaluation will be based on the following elements. Naturally, how much you learn in the course depends on the effort you put into to the readings, assignments, and class preparation.
 - Attendance
 - Class Participation
 - Exams
 - Articles

GRADES:

Grades will be assigned on the basis of the following weights:

Final & In-class test (drop one)	50%
Class Participation	40%
<u>Articles</u>	<u>10%</u>
Total	100%

- A = 90 or above
- B = 80-89
- C = 70-79
- D = 60-69
- F = 60 below

PLEASE NOTE: *Assignments are due on the date stated on the syllabus. Late assignments are subject to reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment.*

Mon	03-11-13	Chapter 10: Pretrial Activities and the Criminal Trial
Wed	03-13-13	Chapter 11: Sentencing
Mon	03-18-13	Guest Speaker/movie (tentative)
Wed	03-20-13	Discuss and Review for Quiz
Mon	03-25-13	Test 3 Ch 9-11 Part IV
Wed	03-27-13	Chapter 12: Corrections: Probation Parole and Community Corrections
Mon	04-01-13	Spring Recess. No Classes
Wed	04-03-13	Spring Recess. No Classes
Mon	04-08-13	Chapter 13: Corrections: Prisons and Jails
Wed	04-10-13	Chapter 14: Corrections: Prison Life
<u>SAT</u>	<u>04-13-13</u>	<u>LAST DAY TO DROP CLASS</u>
Mon	04-15-13	Discuss and Review for Quiz
Wed	04-17-13	Test 4 Ch 12-14 Part V
Mon	04-22-13	Chapter 15: Juvenile Justice
Wed	04-24-13	Chapter 16: Drugs and Crime
Mon	04-29-13	Chapter 17: Terrorism and Multinational Criminal Justice
Wed	05-01-13	Chapter 18: The Future of Criminal Justice Discuss and Review for Final
Mon	05-06-13	Articles Due (15) <u>Final Exam Class Ends</u>

*Your exams and final exam will be a mixture of multiple choice, true/false, short answer and essay questions. NO makeup test will be allowed.

Students are expected to arrive on time to class. You should be prepared, having thoroughly read and reviewed the assignment and ready to discuss it.